



ENROLMENT POLICY

1. Purpose

This Policy exists to give an explicit framework to the enrolment procedures of the School and ensure compliance with regulations mandated by government authorities.

2. Scope

This Policy applies to the enrolment procedures of all sections of the School: the Early Learning Centre; Junior School and Senior School. In drafting this policy, the School has taken notice of its obligations to promote the principles and practices of Australian democracy including a commitment to: elected government; the rule of law; equal rights for all before the law; freedom of religion; freedom of speech; and association and the values of openness and tolerance.

3. Definitions

[Non-selective]: [Characterised by an open entry policy; student enrolment not decided by an entrance examination]

[Non-denominational]: [Not restricted as regards religious denomination]

[AEAS]: [Australian Education Assessment Services]

[Full-Fee Paying Overseas Student, FFPOS]: [Full Fee Paying Overseas Students. Non-resident student required to pay all their school educational costs as Government funding does not apply and as a result are required to maintain the appropriate VISA while attending School in Australia.]

[PRISMS]: [Provider Registration and International Students Management System is a secure computer database that registers CRICOS providers that interfaces with the Department of Immigration and Citizenship (DIAC)]

[DIAC]: [Department of Immigration and Citizenship]

4. Policy Statement

St Catherine's is a non-selective, non-denominational School; although based on Christian values and heritage, the School seeks to embrace a variety of faiths and international cultures



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- The St Catherine's student cohort comprises both day students and boarders, who may be residents of Australia or international students, Full-Fee Paying Overseas Students.
- While the School has an open Admissions platform with no compulsory entrance examination, students are tested on receipt of the Application Fee to identify their scholastic needs prior to the confirmation of a place and waiting lists may apply.
- Students are expected at St Catherine's to participate in the academic program, align themselves with School Values and Policies, comply with compulsory activities and avail themselves of extra-curricular opportunities. These expectations are agreed to prior to confirmation of enrolment.
- The conditions of enrolment are subject to the St Catherine's School Business Practices, which are accepted by the applicant prior to enrolment. The Business Practices are an annual document which reflect the operation requirements of that year and may alter accordingly. The current Business Practices applies to all enrolments irrespective of the year of enrolment.
- The School undertakes to administer all aspects of its admissions procedures and dealings with potential enrolments in a just, meticulous and respectful manner
- The School recognises its obligations with regard to adherence to government regulation and duty of care issues.
- Parents accepting an offer at St Catherine's School will both be required to sign an enrolment contract which will form the basis of the legal acceptance by the parents of the condition of their daughter's enrolment. Both parents are required to sign this contract unless in the case of one parent being deceased or there are legal measures established between the two parents.
- The letter of confirmation of enrolment includes statements that outline the conditions for a student admission and continuing enrolment at St Catherine's School.
- Students who are transferring to St Catherine's School will be required to submit to the School's process of determining their academic achievements when placing them in an appropriate year level. Students entering VCE mid-stream from another system, such as O Levels or International Baccalaureate, will be required to provide documentation to facilitate obtaining appropriate credit for courses previously undertaken.



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- Students are placed into classes and courses based on the criteria and processes outlined in the Subject Selection Protocol.
- St Catherine's School will provide all necessary documentation to students, parent and external bodies required in the processing of a student enrolment.
- St Catherine's recognises as part of its Enrolment Policy the previous education status and academic performance of students applying for a position at St Catherine's School.
- Students entering St Catherine's School at Year 11 and/or Year 12, are assessed, based on their previous schooling and academic background, as to their suitability to undertake a particular course of study.
- Students entering from other VCE schools have their results communicated simply by means of a VASS transfer.
- Students entering from either an alternative Australian education system, or from overseas, who have completed all or part of a Year 11 equivalent, submit an application to VCAA through VASS for credit in the corresponding course of study undertaken elsewhere.
- The School may enter into an agreement with an external party for the express purpose of facilitating the enrolment of Full-Fee Paying Overseas Students.
- Full-Fee Paying Overseas Students must complete an AEAS test to determine their individual needs and preparedness for an education at St Catherine's School.
- PRISMS is used to inform the DIAC of any changes to Full-Fee Paying Overseas Student enrolment details.
- In the event that a student's cancellation, withdraw or deferral of enrolment has implications regarding their ongoing accommodation, to ensure the welfare of the student is maintained, the School will review and monitor the suitability of the student's accommodation arrangements until the student: has accepted a position at another registered provider who will take responsibility for the accommodation of the



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student; the FFPOS student leaves Australia; or the FFPOS student makes alternative accommodation arrangements that satisfy immigration regulations.

- The School will not accept a Full-Fee Paying Overseas Student enrolment where the student has been at another provider for less than six months or that the School does not agree to the accommodation arrangements proposed by the parent or if the School deems that the student's language skills or academic performance would not make an enrolment at St Catherine's beneficial to the FFPOS student.
- A student enrolment may be varied, extended, or conversely, cancelled, suspended or deferred on compassionate or compelling grounds at the discretion of the Principal. Compassionate or compelling grounds may include, but is not limited to, medical, behavioural or personal issues, or academic progress which the School deems to have the capacity to impact on the suitability of the student's ongoing enrolment arrangements.
- St Catherine's maintains an ongoing CRICOS registration. In the event of St Catherine's discontinuance of its CRICOS registration the School will not accept a Full-Fee Paying Overseas Student enrolment beyond the School's CRICOS registration period.
- Non-refundable and refundable payments associated with a student enrolment as well as the process for applying for a refund is outlined in the St Catherine's School Business Practices.
- Conditions in which a student is eligible for a refund is outlined in the St Catherine's School Business Practices and parents must apply for a refund in writing by using the Application for Refund Form.

5. Responsibility

This Policy applies most pertinently to the Principal, Registrar, Director of Business, Associate Registrar, Director of Student Programs, Director of Planning and Organisation, Director of Student Wellbeing, Director of Curriculum Development and Innovation, Head of Junior School and Early Learning Centre, Deans, International Students/ ESL Coordinator and the Director of Boarding Services.



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6. Compliance requirements

Various Government – Guardianship, Homestay and Visa requirements

- CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students)
- ESOS (Education Services for Overseas Students)
- MCEETYA (Ministerial Council on Education, Employment, Training and Youth Affairs – The Adelaide Declaration on National Goals for Schooling in the Twenty-First Century)

7. Associated Documents

Specific procedural guidelines pertaining to this Policy are referred to in the Protocol Information section to follow:

- Admissions Protocols
- Deferment, extension or cancellation Protocols
- Application Enrolment Form (Residential)
- Application Enrolment (Non-Resident)
- Business Practices (Resident)
- Business Practices (Non-Resident)
- Prospectus
- Enrolment contract
- Appointment of Agents Protocol
- Review of Agents Protocol
- Subject Selection Protocol